

1 **MINUTES FOR THE JOINT MEETING OF THE VILLAGE BOARD, PLAN COMMISSION,**
2 **PARKS COMMITTEE & THE ECONOMIC DEVELOPMENT COMMITTEE**
3 **TUESDAY, NOVEMBER 24, 2015**
4 **Sister Bay-Liberty Grove Fire Station – 2258 Mill Road**
5

6 The November 24, 2015 joint meeting of the Village Board, the Plan Commission, the Parks
7 Committee and the Economic Development Committee was called to order by Village
8 President, Plan Commission Chair, Parks Committee Chair and Economic Development
9 Committee member Dave Lienau at 5:31 P.M.

10
11 **Present:** President Lienau, Trustees Pat Duffy and Kathy Enquist, Trustee, Plan Commission
12 member and Parks Committee member Scott Baker, Plan Commission members Don Howard
13 and Nate Bell, Parks Committee member Sharon Doersching, Economic Development
14 Committee Chair Larry Gajda, and Economic Development Committee members Dan Mortier
15 and Denise Bhirdo.

16
17 **Excused:** Trustee and Parks Committee member John Clove, Trustee Nora Zacek, Plan
18 Commission member Marge Grutzmacher, Economic Development Committee member
19 Jennifer Dahl, and Plan Commission member Eric Lundquist.

20
21 **Absent:** Economic Development Committee members Jimmy Grasse, Mike Flood and Bill
22 Chaudoir.

23
24 **Others:** Jamie Brown of Living Labs, Tom Brown, Paige Funkhouser, Drew Bickford, Mary Kay
25 Shumway and Charlie Henriksen.

26
27 **Staff Members:** Village Administrator Zeke Jackson and Assistant Administrator Janal Suppanz

28
29 **Comments, correspondence and concerns from the public:**

30 Lienau noted that no new correspondence had been received, and then asked if anyone wished
31 to comment regarding a non-agenda item. No one responded.

32
33 **Approval of the agenda:**

34 *A motion was made by Duffy, seconded by Baker that the Agenda for the November 24, 2015*
35 *joint meeting of the Village Board, the Plan Commission, the Parks Committee and the*
36 *Economic Development Committee be approved as presented. Motion carried – All ayes.*
37

38 **Approval of minutes as published:**

39 **As to the minutes for the October 27, 2015 meeting of the Plan Commission:**

40 *A motion was made by Baker, seconded by Howard that the minutes for the October 27, 2015*
41 *meeting of the Plan Commission be approved as presented. Motion carried – All ayes.*
42

43 **Business Items:**

44 **Item No. 1. Presentation regarding the Wayfinding Signage Master Plan, and Review of Survey**
45 **Data and Consensus Designs Prepared by Living Labs; Consider a motion for action if**
46 **necessary:**

47 Jamie Brown of Living Labs recapped the entire wayfinding study process, and presented the
48 wayfinding signage survey data as well as a proposed Wayfinding Plan. That plan includes
49 artists renderings of the different types, styles and colors of signage which are being proposed

1 for the Village. Between twenty and thirty people responded to the previously mentioned
2 survey. Brown stressed that wayfinding signage is not intended to be used by “locals”, but,
3 rather, first time visitors to a community. The next step in the whole wayfinding signage
4 implementation process would be for Village officials to adopt an official Wayfinding Plan.
5 After that plan is approved D.O.T. and County Sign Permits must be obtained. When the artist’s
6 rendering of the Waterfront Park sign was presented Doersching indicated that she did not like
7 the amenity icons which are displayed on that sign and does not believe they are necessary.
8 Brown responded that the icon system is “universal” and is intended to make it easier for
9 visitors from foreign countries to locate amenities. It also adds a layer of logic for people who
10 are not familiar with the area or don’t speak English. Bhirdo indicated that she believes the
11 Village facility identification signage should be bigger, and several individuals expressed
12 concern that the Village logo placard at the top of the bicycle signage will be stolen.
13

14 *It was eventually the consensus that the blade signs on the pedestrian/informational signage*
15 *should be blue rather than green. Several individuals also indicated that they don’t like the*
16 *design and size of the goat at the top of the pedestrian/informational signage, and it was the*
17 *consensus that the goat should remain but be redesigned in such fashion that he is smaller and*
18 *is “softened” somewhat. Paige Funkhouser, the SBAA Coordinator, volunteered to provide the*
19 *artist’s rendering of “Sven” to Brown. Brown stressed that considerable cost savings will be*
20 *realized if the Village’s Maintenance Department workers install all of the wayfinding signage.*
21

22 *Charlie Henriksen noted that he owns a business at the Country Walk Shops and is hopeful that*
23 *Village officials will consider creating a sufficient amount of signage which will direct people*
24 *from “downtown” to “uptown”. He also would like to see some sort of safe sidewalk or*
25 *walkway created in the vicinity of the Country Walk Shops. It was the consensus that*
26 *Henriksen’s sidewalk request shall be referred to the Parks Committee.*
27

28 *A motion was made by Duffy, seconded by Howard that the Village Board, Plan Commission,*
29 *Parks Committee and the members of the Economic Development Committee hereby adopt the*
30 *Wayfinding Signage Plan which was presented at this meeting on the condition that the blade*
31 *signs on the pedestrian/informational signage shall be changed from green to blue, and the goat*
32 *atop the pedestrian/informational signage shall be redesigned in such fashion that he is smaller*
33 *and is “softened” somewhat. Motion carried – All ayes.*
34

35 **Item No. 2. Adjournment of the portion of the meeting at which the presence of the Economic**
36 **Development Committee was required:**

37 *Bhirdo and Doersching voiced displeasure with the fact that multi-colored lights are now being*
38 *displayed on the small Christmas trees which have been erected throughout the Village. (A*
39 *number of years ago Village officials decided that white lights would be displayed on the*
40 *Village’s trees, and several business owners have kept that theme in mind when purchasing*
41 *their holiday decorations.) It was the consensus that this issue shall be referred to the Parks*
42 *Committee.*
43

44 *At 6:59 P.M. a motion was made by Bhirdo, seconded by Gajda that the portion of the meeting*
45 *at which the presence of the Economic Development Committee was required be adjourned.*
46 *Motion carried – All ayes.*
47

48 *A brief recess was taken, and the Village Board, Plan Commission members and the members of*
49 *the Parks Committee reconvened at 7:11 P.M.*

Item No. 3. Discussion regarding the old Texaco site in Hendrickson Park and review of a Phase II Limited Geoprobe Assessment study proposal from Robert E. Lee & Associates; Consider a motion for action if necessary:

Some time ago the Village was notified by the DNR that there is some degree of contamination in the area of what is commonly referred to as “the Hendrickson Park restrooms”. (At one time there was a gas station in that location.) Because the contamination was discovered a Phase II Limited Geoprobe Assessment Study is required, and a proposal was requested from the Village’s engineering firm, Robert E. Lee & Associates. That document was included in the meeting packets, and the Board, Commission and Committee members jointly reviewed it. The cost of the previously mentioned study will be approximately \$3,000.00.

A motion was made by Doersching, seconded by Baker that Robert E. Lee & Associates shall be retained to perform a Phase II Limited Geoprobe Assessment at 10671 N. Bay Shore Drive in accord with the proposal which was reviewed at this meeting. Motion carried – All ayes.

Item No. 4. Adjournment of the portion of the meeting at which the presence of the Parks Committee was required and recess of the portion of the meeting at which the presence of the Village Board was required:

At 7:19 P.M. a motion was made by Lienau, seconded by Baker that the meeting of the Village Board be recessed and the portion of the meeting at which the presence of the Parks Committee was required be adjourned. Motion carried – All ayes.

Item No. 7. Review of a proposal from Tom Brown concerning the pharmacy building at the Country Walk Shops (Informational in nature; since this is an “Over-the-Counter” Permit item):

Tom Brown represents the individuals who have purchased the “drug store” at the Country Walk Shops. They would like to replace some windows, remove the existing front door and replace it with French doors, and add a standing seam metal roof as well as a glass cupola to the building. Remodeling plans were included in the meeting packets, and the Commission members jointly reviewed all of that documentation.

Generally speaking an “Over-the-Counter” Permit could have been issued for the work Brown would like to do, but such a permit has not been issued yet. (At a previous meeting some of the Commission members had stressed that before any permits were actually issued for remodeling of existing commercial buildings, they wanted to review the plans to ensure that the Village’s architectural standards would be met.)

Enquist indicated that she owns a unit at the Country Walk Shops, and it is her understanding that the members of the Country Walk Owner’s Association are not opposed to the proposed remodeling.

Suppanz pointed out that she has found that business owners become quite frustrated in circumstances such as this because construction delays are realized, which, in some instances can create hardships.

Discussion took place regarding this issue, and several of the Commission members indicated that they do not believe any of the Plan Commission members wanted to inconvenience business owners or create hardships for them. It was the consensus that architectural review standards for commercial properties and applicable policies and procedures shall be addressed at the next meeting of the Plan Commission.

Item No. 5. Review of Section 900 of the Sister Bay Zoning Code; Consider motions to refer for further action if appropriate:

A number of questions have arisen regarding the application of §66.0911 of the Zoning Code when property owners want to change or modify an existing structure which has been deemed to a “non-conforming use” because of setback issues. The words “modified” and “remodeled” which appear in that section are especially problematic.

It was the consensus that revisions to §66.0911 shall be considered at a future meeting of the Plan Commission.

Item No. 6. Review of a proposal for a change in occupancy for The Inn on Maple property, and an expansion of use; Consider a motion for action if necessary:

Collin and Sara Doherty submitted an Offer To Purchase for The Inn on Maple, which is located at 2378 Maple Drive, and that offer has been accepted. The Dohertys would like to open a restaurant in the previously mentioned building, but also want to continue operating the existing bed & breakfast, so technically that is considered a “change of use”. The question has arisen as to whether the Plan Commission will require a Conditional Use Permit for the restaurant, so a Zoning Permit Application as well as a Conditional Use Permit Application and accompanying documentation were included in the meeting packets. There are still some parking issues which have to be addressed, and Jackson is working with the Dohertys on resolving those issues. It was the consensus that a Conditional Use Permit will not be required.

A motion was made by Howard, seconded by Bell that Collin and Sara Doherty’s request to operate a restaurant as well as a bed and breakfast in The Inn on Maple, which establishment is located at 2378 Maple Drive, is approved as presented, and the Zoning Administrator shall see that an applicable Zoning Permit is issued. Motion carried – All ayes.

Item No. 8. Report by the Zoning Administrator regarding development activities, various enforcement actions, and issuance of Sign and Zoning Permit:

Jackson gave the following oral report:

- Vinton Construction, REI, and the D.O.T. have made incredibly impressive headway on the Bay Shore Drive Reconstruction Project. Hopefully the sidewalks on both sides of the street and the new street lights will be installed before Christmas. Two-way traffic is again allowed downtown!!!!
- The employees from Hockers Construction are working on the Sledding Hill Project. A “crown berm” and straw bales will be added to direct sledders toward the bottom of the hill. Pat Hockers has assured Jackson that the hill will be functional and safe.
- Significant progress is being made on the Beach Project. The rainwater gardens have been graded and plantings are being made in accord with the landscaping plan. Sod will also be installed in the high traffic areas.
- Construction is underway on the Niagara Ridge Project.
- Preliminary plans have been reviewed and approved by the Plan Commission for the Harbor View Project.

- Keith Garot received new bids for the infrastructure for his expansion project and is currently working on the necessary paperwork.
- He will be working on Code enforcement in the near future.

Item No. 9. Adjournment of the Plan Commission Meeting and reconvening of the portion of the meeting at which the presence of the Village Board was required:

At 7:51 P.M. a motion was made by Howard, seconded by Baker that the October 27, 2015 meeting of the Plan Commission be adjourned. Motion carried – All ayes.

Another brief recess was taken and the Village Board reconvened at 7:55 P.M.

Item No. 10. Consider a motion to convene into executive session pursuant to Wis. Stats., §19.85(1)(c) to discuss personnel and employee benefits and §19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investment of public funds, or conduct other specified public business, whenever competitive or bargaining reasons require a closed session.

At 7:56 P.M. a motion was made by Lienau, seconded by Baker that the Village Board convene into executive session pursuant to Wis. Stats., §19.85(1)(c) to discuss personnel and employee benefits, and §19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investment of public funds, or conduct other specified public business, whenever competitive or bargaining reasons require a closed session.

A roll call vote was taken on that motion, and the Board members voted in the following fashion:

Baker – Aye; Duffy – Aye; Enquist – Aye; Lienau – Aye.

Motion carried.

Item No. 11. Consider a motion to reconvene into open session:

At 8:50 P.M. a motion was made by Lienau, seconded by Duffy that the Village Board reconvene into Open Session.

Another roll call vote was taken on that motion, and the Board members again voted in the following fashion:

Baker – Aye; Duffy – Aye; Enquist – Aye; Lienau – Aye.

Motion carried.

Item No. 12. Consider a motion for action, if required:

A motion was made by Duffy, seconded by Lienau that the Village Administrator shall carry out the actions which were discussed in closed session. Motion carried – All ayes.

Item No. 13. Matters to be placed on a future agenda or referred to committee, official or employee:

It was the consensus that:

- *Charlie Henriksen's request for a sidewalk or walking path in the vicinity of the Country Walk Shops will be referred to the Parks Committee.*
- *The Plan Commission will be asked to clarify the procedures they would like to see followed in instances where an "Over-The-Counter" permit could be issued to a business owner wishing to remodel an existing building.*
- *Revisions to §66.0911 of the Zoning Code will be considered at a future meeting of the Plan Commission.*
- *At the next meeting of the Parks Committee Steve Mann will be asked to explain why multi-colored rather than white lights are being displayed on the Village's small Christmas trees.*

Adjournment:

A motion was made by Duffy, seconded by Baker to adjourn the meeting of the Village Board at 9:32 P.M. Motion carried – All ayes.

Respectfully submitted,



Janal Suppanz,
Assistant Administrator